

January 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 31	January 1	2	3	4	5	6
	HOLIDAY		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
		Cycle B - Time and Attendance				
		Cycle A - Maintenance				
7	8	9	10	11	12	13
	■ B - Reports ready by 10		★ B - Pay day ■ A - Lockdown 2:00pm	■ A - Payroll clears edits	■ A - Reports ready by 10	
	Cycle A - Time and Attendance				Cycle B - T & A	
	Cycle B - Maintenance				Cycle A - Maint	
14	15	16	17	18	19	20
	HOLIDAY		★ A - Pay day	■ B - Lockdown 2:00pm	■ B - Payroll clears edits	
		Cycle B - Time and Attendance				
		Cycle A - Maintenance				
21	22	23	24	25	26	27
	■ B - Reports ready by 10		★ B - Pay day	■ A - Lockdown 2:00pm	■ A - Payroll clears edits	
	Cycle A - Time and Attendance					
	Cycle B - Maintenance					
28	29	30	31	February 1	2	3
	■ A - Reports ready by 10		★ A - Pay day			
	Cycle B - Time and Attendance					
	Cycle A - Maintenance					